



DR. WILLIE W. HERENTON - Mayor
KEITH L. McGEE - Chief Administrative Officer
ROBERT LIPSCOMB - Chief Financial Officer

DIVISION OF FINANCE
ROLAND McELRATH - Director
Purchasing Agent
Jerome Smith

Suppliers:

We have enclosed three forms which are designed to gather information essential to entering your company into the City of Memphis' Purchasing System:

- (a). The Supplier or Bid List Registration Form is provided for you to list your company's name (as it appears on your invoices) and complete mailing address for bids, purchase orders and remittances. The address for bids and purchase orders should be the same, but a separate remittance address can be accommodated. Please provide your e-mail address for possible future bids and communication purposes.
- (b). Complete the W-9 Form, (Request for Taxpayer Identification Number and Certification). Also indicate if you qualify as exempt from back-up withholdings.
- (c). The attached "COMMODITY LISTING" form list all of the products or services for which the City usually solicits written bids. Please highlight or circle the items of interest to your firm. If you have questions regarding the commodity names, call the Purchasing Clerk at 901-576-6188.
- (d). All forms must be returned to the address below:

City of Memphis
ATTN: Purchasing Department
125 N. Main Street., Rm 354
Memphis, TN. 38103

We appreciate your interest in the City of Memphis.

Sincerely,

Jerome Smith
Purchasing Agent

enclosures

SUPPLIER OR BID LIST REGISTRATION FORM

This form is provided for you to list your company's name and complete mailing address for bids, purchase orders and remittances. The address for bids and purchase orders should be the same, but a separate remittance address can be accommodated.

To avoid any Internal Revenue Service requirements for backup withholding due to missing or incorrect name/tax identification number combinations, be sure to provide us with the correct information on this form.

1. The NAME/TAX IDENTIFICATION NUMBER combination you provide us must match those on your tax returns to the I.R.S.

2. If your firm is a subsidiary of a parent corporation, you must include the NAME/TAX IDENTIFICATION NUMBER combination of the parent corporation if that combination is used by your firm in reporting to the I.R.S.

3. If your firm is an individually owned, service business, you must indicate the name of the business, the name of the owner of the business, and the social security number or employee identification number of the owner of the business: and

CHECK APPROPRIATE BOXES

AFRICAN AMERICAN	<input type="checkbox"/>	ASIAN AMERICAN	<input type="checkbox"/>
CAUCASION	<input type="checkbox"/>	HISPANIC	<input type="checkbox"/>
NATIVE AMERICAN	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
MALE	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>

NAME OF BUSINESS: _____

NAME OF OWNER: _____: Doing Business

AS: _____

MAILING ADDRESS: _____

_____ (ZIP CODE) _____

SALES CONTACT: _____

PHONE NUMBER: _____

Remittance Address: _____

CONTACT: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____